

# **Workforce Partnership of Greater Rhode Island**

## **Board of Directors Meeting**

**October 12, 2011**

**Present: Vanessa Cooley, Bob Cooper, Marie DeRoche, Joseph DeSantis, Alexis Devine, Joseph DiPina, Carmen Ferguson, Victoria Gaillard-Garrick, Paul Harden, Karen Jedson, Wendy Kagan, Steven Kitchin, Sharon Lee, Joseph Oakes, Paul Ouellette, Betty Pleacher, Scott Seaback, Lauren Slocum, Darrell Waldron, James White, Paul Wielgus**

**Absent: Gip Cabral, Allen Durand, Carmen Ferguson, Raymond Filippone, Kathleen Grygiel, Peter Koch, Dorothy Mattiello, Courtney Murphy, Susan O'Donnell, Raymond Pingitore, Robin Ann Smith, Andrew Tyska**

**Staff: Christine Grieco, Diane Vendetti, Carlos Ribeiro, Sharon Geoffrey, Kathy Tobin-Henry, Gail DuPont, Judy DiGiorgio, Brian Gambardella, Kathy Quattrini**

**DLT Staff: Susan Chomka, Dan Brown, Maureen Palumbo, Jo-Anne Thibedeau**

## **Welcome**

**Chair Steven Kitchin called the meeting to order at 8:06am and introduced Assistant Director Sue Chomka to discuss the One-Stops**

## **Re-Design.**

### **One-Stop Re-Design**

**Sue Chomka spoke about the netWORKri One-Stop Re-Design. The counselors in the One-Stops are going to use a “job first” approach with clients. The counselors will assess clients and work with them firstly to obtain employment. The One-Stops are offering a number of workshops at beginner, intermediate, and advanced levels. The workshops range from resume re-vamping to interviewing skills.**

### **Minutes of June 14, 2011 and September 15, 2011**

**Chair Kitchen requested the Board review the minutes of June 14, 2011 and September 15, 2011.**

**VOTE: Paul Harden made a motion to accept June 14, 2011 minutes. Lauren Slocum seconded the motion. The motion passed unanimously.**

**VOTE: Bob Cooper made a motion to accept September 15, 2011 minutes. Betty Pleacher seconded the motion. The motion passed unanimously**

### **Chairman's Report**

**Chair Kitchen stated the Strategic Retreat was a productive success with full engagement from the members in attendance. He proceeded to remind the committee that the “break-out” groups that were**

formed at the end of the retreat will make their presentations at November's Board of Directors Meeting.

Chair Kitchen brought to the committees attention that WPGRI had to lay off the three 501c(3) corporate employees.

He then proceeded to tell the committee that the 501c(3) will be suspended until WPGRI secures future grants. With the lack of funding for the 501c(3) there will be changes within WPGRI. Legal services will no longer be available to the Board of Directors meetings, there will no longer be food at Board of Directors meeting, and WPGRI will no longer be able to pay dues to the Chambers of Commerce

Chair Kitchen read Fred Ricci's resignation letter to the Board and requested the Board vote on his resignation.

**VOTE:** With regret Joseph DiPina made a motion to accept the resignation. Scott Seaback seconded the motion. The motion passed unanimously.

## **Executive Directors Report**

### **One-Stop Agreement**

Executive Director Christine Grieco presented the One-Stop Agreement to the Board. The purpose of the agreement is to designate the Rhode Island Department of Labor and Training (DLT)

**as the One-Stop Operator for the Greater Rhode Island Workforce Investment Area and to specify the amount of funding that the Workforce Board of Greater Rhode Island has allocated to the DLT for the provisions of WIA Title 1 Services in the netWORKri Centers.**

**Chair Kitchen requested the Board vote to approve the agreement.**

**VOTE: Vanessa Cooley motioned to accept the agreement as amended with the removal of two asterisks on page eleven. Betty Pleacher seconded the motion as amended. The motion passed unanimously.**

#### **PY11 Plan Modification I**

**Christine Grieco presented the modification to the Board. She stated the Modification was prepared in accordance with instructions provided by the Rhode Island State Workforce Investment Office (SWIO).**

**Christine presented the modification to the Board. The purpose of Plan Modification is to present funding allocations, present service level targets, and revise service delivery strategies to more effectively meet WIA performance goals.**

**Chair Kitchen requested the Board vote to accept PY11 Plan Modification I.**

**VOTE: Bob Cooper made a motion to accept PY11 Plan Modification I as amended on page five with the removal of X in the yes check box and placement of X in the no check box in question number eleven. Sharon Lee seconded the motion as amended. The motion passed unanimously.**

### **Staff Duties**

**Christine shared with the Board WPGRI's new staff duties, they are as follows:**

**Kathy Tobin-Henry- Individual Training Accounts, On the Job Training, Youth**

**Judy DiGiorgio-- Individual Training Accounts, On the Job Training, Youth**

**Kara- Board Work and Youth**

**Sharon Geoffrey- Monitoring, youth, Adult, Dislocated Worker programs**

**Kathy Quattrini-Monitoring of Adult and Dislocated Workers, both programmatically and fiscally, Grant opportunities, Layoff Aversion, Brian Gambardella Fiscal invoicing and monitoring**

**Carlos Ribeiro- Manager of Youth programs**

**Gail DuPont- Manager of Individual Training Accounts**

**Diane Vendetti-Manager and overseer of all fiscal work and backup for Chris with staff**

**Christine Grieco- Executive Director**

**Quality Assurance Monitoring Reports**

**Joseph Oakes shared with the committee that he recently finished his monitoring of the four netWORKri One Stop Centers. He was pleased with the constancy he found within all the One-Stops.**

**Joseph also found that the two centers that were thought to be not in ADA compliance in his reports are in actuality in compliance. This is reflected in the reports.**

**Chair Kitchin requested the Board vote to approve the reports.**

**VOTE: Joseph Oakes made a motion to approve the reports. Lauren Slocum seconded the motion. The motion passed unanimously.**

### **FY12 Budget**

**Joseph DiPina presented the committee with WPGRI's JDF and WIA proposed FY12 budget for PY11. The proposed budget showed a breakdown of the WIA and JDF funds both internally and externally.**

**The WIA internal proposed budget showed a breakdown of salaries/fringes amongst 10.4 full time employees. This proposed budget also showed breakdown of DLT/WPGRI operational costs. The WIA external proposed budget showed a break down of netWORKri services (ITA, OJT, and Customized Training), Skills Tutor, Supportive Services, and Youth Contracts.**

**JDF internal proposed budget showed Youth Center operations**

**expenses. JDF external proposed budget showed a break down of Youth Services, PY10 obligations, and RIRAL Skills Tutor.**

**Chair Kitchen requested the Board vote to approve FY12 budget.**

**VOTE: Joseph DiPina made a motion to approve the budget Vanessa Cooley seconded the motion. The motion passed unanimously.**

### **WPGRI By-Laws**

**Paul Harden presented WPGRI By-Laws to the Board. Chair Kitchen requested the Board vote to approve the By-Laws.**

**VOTE: Bob Cooper made a motion to accept the By-Laws with the following amendments: to include a description of the Finance Committee and re-word the conflict of interest section to require compliance with all the provisions of the code of ethics including the word recusal. Paul Harden seconded the motion. The motion passed unanimously.**

### **Committee Reports**

#### **Board Development**

**Paul Ouellette stated there are currently two vacancies on the Board of Directors. He has one resume of a possible candidate for the first**

**vacancy, Lawyer Thomas Fay.**

**The second seat vacant is the manufacturing seat. Paul is hoping to fill this seat with a manufacturer from the Northern Rhode Island area.**

**Paul proceeded to inform the Board that Jason Gammett will be here directly after the Board meeting to facilitate Ethics training for those Board members who have not already attended one.**

### **Quality Assurance**

**No new business to report.**

### **Strategic Development**

**Paul Harden reminded the Board to continue to work on their “break-out group” assignments from the Strategic retreat. This is to be presented at the November Board of Directors meeting.**

### **Finance Committee**

**No new business to report**

### **Youth Council**

**Chair Kitchen stated Gip Cabral has been confirmed as Chair of the Youth Council.**

### **Adjournment**

**There being no New or Old business Chair Kitchen requested a**



**motion to adjourn the meeting at 10:00am.**

**VOTE: Paul Ouellette made a motion to adjourn the meeting. Joseph Oakes seconded the motion. The motion passed unanimously.**

**Respectfully Submitted,  
Kara Aniballi**